General Workforce Requirements:
- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Grade Level</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Binding Specialist</td>
<td>CSM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purposes**

In The Family History Department: this Church-Service Missionary opportunity exists to ensure that books materials are in serviceable condition for patron use as they search the Family History files and records.

**Responsibilities**

The majority of time (80%) will involve making temporary binds to books, records and other types of "bound" material in the Family History Library. Will also spend time (10%) picking up and distributing books and other bound materials to staff.

10% of time will be spent checking books returned from commercial binding facilities.

**Qualifications**

Sufficient eyesight, hearing and strength and manual dexterity to perform the following functions safely:

Learn to and operate the Channel Bind machine. Move book carts from place to place.

Good memory. Ability to organize and distribute daily workload to necessary people within the bindery.